

8.4 HISTORY

The four options under the History menu are Student History, PFT History, Backup, and Restore. Note that this menu item is unavailable if there are no class records.

The following steps summarize how to access the options under the History menu.

1. Click on the Student Cap icon. The Student Management window (Figure 8-01) opens.
2. Choose the History option on the menu bar. The History drop-down menu (Figure 8-64) is displayed.

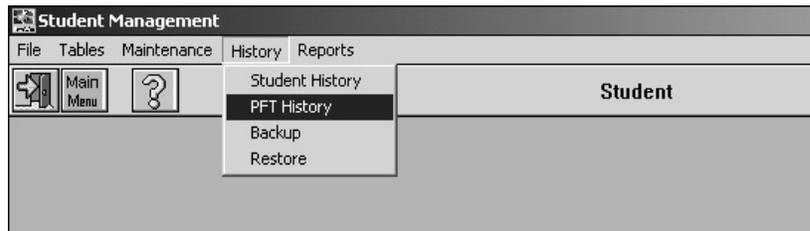


Figure 8-64. History Drop-down Menu

3. Choose the desired option.

8.4.1 Student History

This option allows you to preview the student history records. These records are created automatically when students have been dropped for any reason or graduated from a class. These records are read only.

1. From the History drop-down menu (Figure 8-64), choose Student History. The Student History Maintenance dialog box (Figure 8-65) opens.

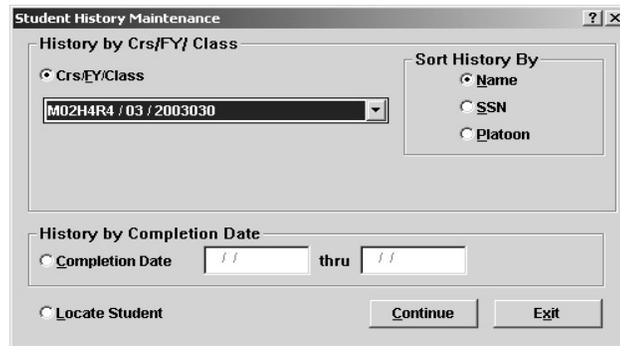


Figure 8-65. Student History Maintenance

2. Referring to Table 8-50 for an explanation of data fields, click on the appropriate radio button.

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Table 8-50. Student History Maintenance

ITEM	DESCRIPTION
History by Crs/FY/Class	
Crs/FY/Class	Click on this radio button to enable the drop-down list below and the Sort History By options to the right. Choose the desired Crs/FY/Class from the drop-down list.
Sort History by	
Name	If you click on the Crs/FY/Class button, this default option will present a list of students sorted by last name.
SSN	If you click on the Crs/FY/Class button, you can choose this option to present a list of students sorted by SSN.
Platoon	If you click on the Crs/FY/Class button, you can choose this option to present a list of students sorted by platoon.
History by Completion Date	
Completion Date	Click on this radio button to enable inclusive date fields for you to search first through last dates.
Locate Student	Click on this radio button to open a dialog box that allows you to search for a student either by last name, platoon, or SSN. The search will display a record for each class from which the student was dropped or graduated.

3. Click on Continue.
 - a. If you select History by Crs/FY/Class or History by Completion Date, refer to Step 4.
 - b. If you select Locate Student, refer to Step 5.
4. If you select Crs/FY/Class or by Completion Date, the Student History Information dialog box (Figure 8-66) opens. Note that if you selected Crs/FY/Class, all the student histories are, of course, from the same class. However, if you selected by Completion Date, the student histories could be from various classes, depending on the inclusive dates specified.

Figure 8-66. Student History Information

- a. Referring to Table 8-51 for an explanation of the data fields, select the desired record in the selection list. Note that the information beneath the list changes as you scroll through the list.

Table 8-51. Student History Information

ITEM	DESCRIPTION
Course	Non-editable field displaying the designator of the course upon which the corresponding class was based. This field will reflect BNA Refresh data only if the field was empty prior to the update.

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ITEM	DESCRIPTION
Class	Non-editable field displaying the designator of a class to which the selected student was previously enrolled. This field will reflect BNA Refresh data only if the field was empty prior to the update.
FY	Non-editable field displaying the FY during which the corresponding class was held. This field will reflect BNA Refresh data only if the field was empty prior to the update.
Completion	Non-editable field displaying class completion status (e.g., graduated, did not attend, failure).
Date	Non-editable field displaying the class completion date.
Name	Non-editable field displaying the student's name for the selected record.
Source	Non-editable field displaying code for the BNA source for the selected record and correlating to the information appearing in the BNA Source field under the Serv5 tab. The code includes the student's duty status and type, with various sub-allocations of quota types.
SSN	Non-editable field displaying the student's social security number for the selected record.
BOS	Non-editable field displaying the student's branch of service.
Sex	Non-editable field displaying the student's gender.
Age	Non-editable field displaying the student's age during the highlighted class.
Grade	Non-editable field displaying the student's grade during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Rank	Non-editable field displaying the student's rank during the highlighted class.
Status	Non-editable field displaying the status of the student (e.g., graduated, dropped).
PLT	Non-editable field displaying the platoon to which the student was assigned during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the field was empty prior to the update.
Grad MOS	Non-editable field displaying the MOS awarded upon graduation (if applicable) from the highlighted class.
Comp Cd	Non-editable field displaying the military or civilian component code to which the student belonged during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Race	Non-editable field displaying the student's race. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Ethnic	Non-editable field displaying the student's ethnic category. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
CivCert	Non-editable field displaying a student's highest attained civilian educational or professional certificate or degree (e.g., high school diploma, trade school certificate, type of college degree).
CivLevel	Non-editable field displaying a student's highest attained educational level or degree (e.g., completed one year of college).
CivMajor	Non-editable field displaying the student's civilian major.

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ITEM	DESCRIPTION
Init SOE	This BNA-provided one-character code depicts the initial source of entry for the highlighted enlisted or officer Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. Refer to MCTFSCODESMAN for additional information.
Curr SOE	This BNA-provided four-character code depicts the current source of entry for the highlighted Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. If this data is unavailable or contains embedded spaces, hyphens will be inserted to replace the spaces. Refer to MCTFSCODESMAN for additional information.
ASVAB	
CL	Non-editable field displaying the mean clerical (CL) score on the Armed Services Vocational Aptitude Battery (ASVAB) during the highlighted class.
GCT	Non-editable field displaying the mean general classification test (GCT) on the ASVAB during the highlighted class.
GT	Non-editable field displaying the mean general technical (GT) score on the ASVAB during the highlighted class.
EL	Non-editable field displaying the mean electronic (EL) repair score on the ASVAB during the highlighted class.
MM	Non-editable field displaying the mean motor mechanics (MM) score on the ASVAB during the highlighted class.
Academic	
GPA: Overall Cat1 Cat2 Cat3	Non-editable field displaying the overall and category (Cat1, Cat2, and Cat3) grade point averages for the highlighted class.
Standing: Overall Cat1 Cat2 Cat3	Non-editable field displaying the student's overall class standing as well as the class standing in Cat1, Cat2, and Cat3 for the highlighted class.

- b. If you click on User Fields, the Local Information dialog box (Figure 8-67) opens. This box reflects school-specific class information, designated by the System Administrator. Note that this box may contain no information for a given student in a given class if no entries were made under the Serv3 tab under the Maintenance option.



Figure 8-67. Local Information

- (1) Click on the command button on the bottom left of the dialog box. Note that this button title may vary from class to class. The Local Info Edit memo text box (Figure 8-68) opens.



Figure 8-68. Local Info Edit

- (2) After reviewing the contents of the memo text box, click on **Exit w/o Save** to return to the Local Information dialog box.
 - (3) Click on **Exit w/o Save** to return to the Student History Information dialog box.
- c. If you click on **Remarks**, the History Remarks memo text box (similar to Figure 8-68) opens. After reviewing the contents, click on **Exit w/o Save** to return to the Student History Information dialog box.
5. If you select Locate Student, the Student History Locate dialog box (Figure 8-69) opens for you to define your search.

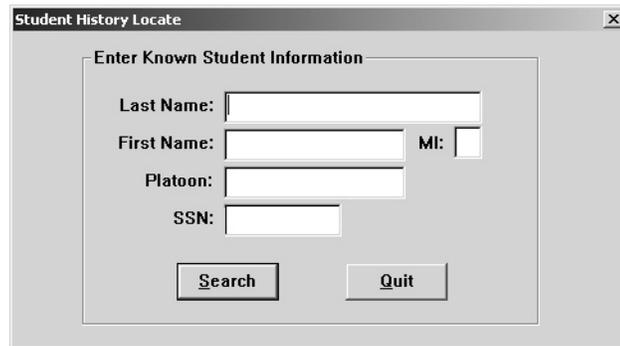


Figure 8-69. Student History Locate

- a. Referring to Table 8-52, complete the required information.

Table 8-52. Student History Locate

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name. You must complete either this field, the platoon field, or the SSN field to conduct the search. The list that appears will be sorted by last name.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known. You must complete either this field, the name field, or the SSN field to conduct the search. The list that appears will include all students in the platoon, sorted by last name.	Up to 14 alphanumeric characters
SSN	The student's SSN, if known. You must complete either this field, the last name field, or the platoon field to conduct the search. The list that appears if this is the only field completed will be sorted by SSN.	Up to 9 numeric characters

- b. Click on **Search**. The Student History Information dialog box (similar to Figure 8-66) opens with the requested record highlighted. Note that this is a comprehensive list of a student's historical records from different classes.

8.4.2 PFT History

This option allows you to review the PFT history records. These records are created only when students have been dropped for any reason or graduated from a class. These records are read only files.

1. From the History drop-down menu (Figure 8-79), choose PFT History. The PFT History Maintenance dialog box (Figure 8-70) opens.

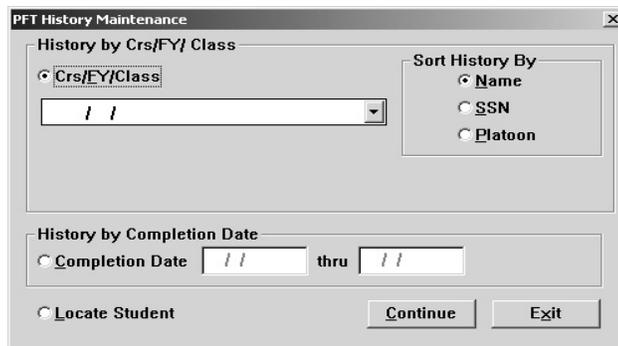


Figure 8-70. PFT History Maintenance

2. Referring to Table 8-53 for an explanation of data fields, click on the appropriate radio button.

Table 8-53. PFT History Maintenance

ITEM	DESCRIPTION
History by Crs/FY/Class	
Crs/FY/Class	Click on this radio button to enable the drop-down list below and the Sort History By options to the right. Choose the desired Crs/FY/Class from the drop-down list.
Sort History by	
Name	If you click on the Crs/FY/Class button, this default option will present a list of students sorted by last name.
SSN	If you click on the Crs/FY/Class button, you can choose this option to present a list of students sorted by SSN.

ITEM	DESCRIPTION
Platoon	If you click on the Crs/FY/Class button, you can choose this option to present a list of students sorted by platoon.
History by Completion Date	
Completion Date	Click on this radio button to enable inclusive date fields for you to search first through last dates. Enter the dates in yyyy/mm/dd format.
Locate Student	Click on this radio button to open a dialog box that allows you to search for a student either by last name, platoon, or SSN. The search will display a record for each class from which the student was dropped or graduated.

3. Click on **C**ontinue.
 - a. If you select History by Crs/FY/Class or History by Completion Date, refer to Step 4.
 - b. If you select Locate Student, refer to Step 5.
4. If you select Crs/FY/Class or by Completion Date, the PFT History Information dialog box (Figure 8-71) opens. Note that if you selected Crs/FY/Class, all the PFT histories are, of course, from the same class. However, if you selected by Completion Date, the PFT history records could be from various classes, depending on the inclusive dates specified.

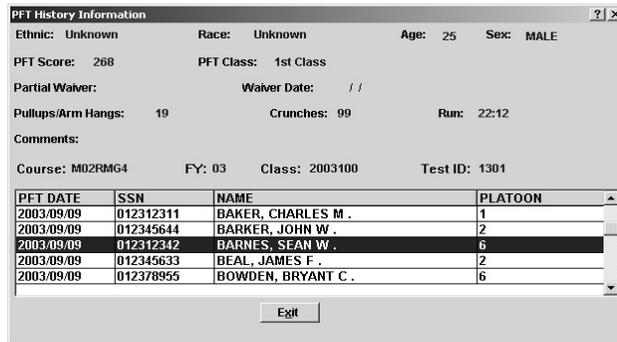


Figure 8-71. PFT History Information

- a. Referring to Table 8-54 for an explanation of the data fields, select the desired record in the selection list. Note that the information above the list changes as you scroll through the list.

Table 8-54. PFT History Information

ITEM	DESCRIPTION
Ethnic	Non-editable field displaying the highlighted student's ethnic category.
Race	Non-editable field displaying the highlighted student's race.
Age	Non-editable field displaying the highlighted student's age.
Sex	Non-editable field displaying the highlighted student's gender.
PFT Score	Non-editable field displaying the highlighted student's PFT score.
PFT Class	Non-editable field displaying the highlighted student's PFT classification.

ITEM	DESCRIPTION
Partial Waiver	Non-editable field displaying the type of partial waiver, if applicable, for the highlighted student's PFT.
Waiver Date	Non-editable field displaying the date of any applicable waiver for the highlighted student's PFT.
Pullups/ Arm Hangs	Non-editable field displaying the number of pullups and arm hangs for the highlighted student's PFT.
Crunches	Non-editable field displaying the number of crunches for the student's highlighted PFT.
Run	Non-editable field displaying the run time for the highlighted student's PFT.
Comments	Non-editable field displaying any comments regarding a waiver or PFT failure based on performance.
Course	Non-editable field displaying the name of the course upon which the highlighted student's assigned class is based.
FY	Non-editable field displaying the FY during which the class was held.
Class	Non-editable field displaying the class convene date for the highlighted student.
Test ID	Non-editable field displaying the test identifier for the highlighted student.
PFT Date	The date the PFT was held for the selected student record. A student may have more than one PFT record.
SSN	The student's SSN for the selected record.
Name	The student's name for the selected record.
Platoon	The platoon to which the selected student is assigned.

- b. Click on **Exit** to return to the PFT History Maintenance dialog box.
- 6. If you select Locate Student, the PFT History Locate dialog box (Figure 8-72) opens for you to define your search.

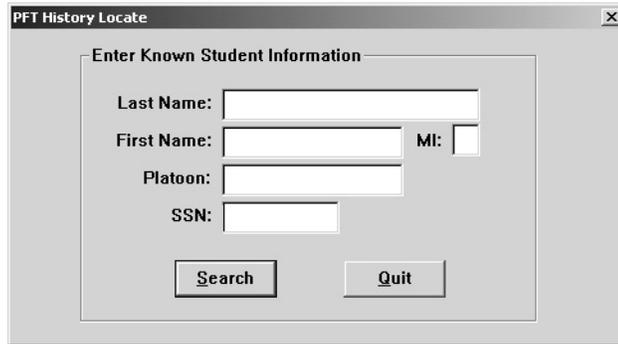


Figure 8-72. PFT History Locate

- a. Referring to Table 8-55, complete the required information.

Table 8-55. PFT History Locate

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name. You must complete either this field, the platoon field, or the SSN field to conduct the search. The list that appears will be sorted by last name.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters

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ITEM	DESCRIPTION	PARAMETERS/ FORMAT
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known. You must complete this field, the name field, or the SSN field to conduct the search. The list that appears will include all students in the platoon, sorted by last name.	Up to 14 alphanumeric characters
SSN	The student's SSN, if known. You must complete either this field, the last name field, or the platoon field to conduct the search. The list that appears if this is the only field completed will be sorted by SSN.	Up to 9 numeric characters

- b. Click on **S**earch. The PFT History Information dialog box (similar to Figure 8-71) opens with the requested record highlighted. Note that this is a comprehensive list of a student's PFT records from different classes.

8.4.3 Backup

This option allows you to create a backup of all MCAIMS student history database files for all classes currently on your system. The backup does not include all system archives previously performed (e.g., archived duties, tasks, concept cards, and courses). To protect previously archived files, you should copy them to a diskette or another PC.

1. Click on the Student Cap icon. The MCAIMS Student Module window (Figure 8-01) opens.
2. Choose the **H**istory option on the menu bar. This displays the History drop-down menu (Figure 8-64).
3. Choose **B**ackup. The Student History Backup dialog box (Figure 8-73) opens.

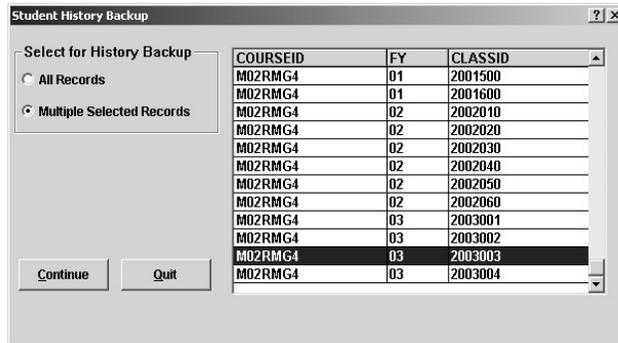


Figure 8-73. Student History Backup

4. Referring to Table 8-56 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-56. Student History Backup

ITEM	DESCRIPTION
All Records	Select this button to back up all the classes.

ITEM	DESCRIPTION
Multiple Selected Records	This default button allows you to use the multiple select feature to select specific classes to be backed up. If you select this default option, you must indicate the desired classes in the selection list box.
Untitled	Selection list box displaying the class designator and FY of every class in the corresponding Approved course. Use the multiple select feature to choose the classes for which you wish to do a student history backup.

5. Click on **Continue**. The Backing Up Student History dialog box opens for you to record the name and location under which to save the saved file.
6. After assigning the desired name and location, click on **OK**. Your screen will turn black while it adds records to the compressed file. A message appears for you to confirm completion of the copy process.
7. Click on **OK**. A message box appears to advise you that file XXXXXXXX.ZIP has been created.
8. Click on **OK**. A message inquires if you wish to delete the student history and PFT history records you have just archived.
9. Click on either **Yes** or **No**. Either response returns you to the MCAIMS Student Module window.

8.4.4 Restore

This option allows you to restore a MCAIMS backup file. Note that all backed up MCAIMS files are encrypted and password protected. This means you can restore files only through MCAIMS and not through DOS or any other zip utilities.

1. Click on the Student Cap icon. The MCAIMS Student Module window (Figure 8-01) opens.
2. Choose the History option on the menu bar. This displays the History drop-down menu (Figure 8-64).
3. Choose Restore. The Retrieve From dialog box opens for you to record the name and location of the file you wish to restore.
4. After assigning the desired name and location, click on **OK**. Your screen will turn black while it expands and checks records from the compressed file. A message appears for you to confirm completion of this process.
5. Click on **OK**. A message appears to advise you that the records you wish to restore may already exist and to provide additional information about this process.
6. Click on **Yes** if you wish to continue. The system then adds the data without user intervention. Then a message advises that restore is complete.
7. Click on **OK**. This returns you to the MCAIMS Student Module window.

8.5 REPORTS

You may create many reports from the data stored in the MCAIMS databases. MCAIMS displays standard menu and icon bars regardless of the report requested (Figure 8-74).

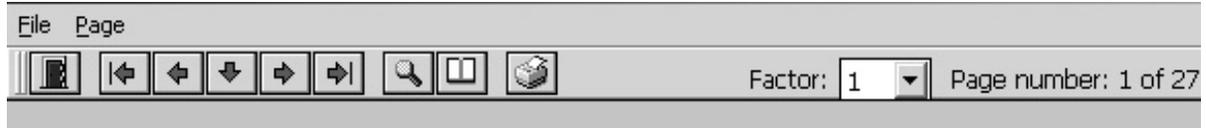


Figure 8-74. MCAIMS Standard Menu and Icon Bars for Reports

The menu bar includes two options:

- File allows you to Print or Exit.
- Page allows you to select First, Previous, Next, Last, Go To, Zoom, Normal, Factor, Two pages, and One page.

The icon bar includes 10 options:

-  Click this icon to return to the Curriculum menu.
-  Click this icon to display the first page of the report.
-  Click this icon to display the previous page of the report.
-  Click this icon to go to a specific page of a multiple page report. A dialog box appears for you to enter the desired page. Click on OK.
-  Click this icon to display the next page of the report.
-  Click this icon to display the last page of the report.
-  Click this icon to select zoom or normal views. The appearance of the icon is dynamic. The magnifier appears on the icon when the page view is normal.
-  Click this icon to change the screen presentation from a single-page to double-page display (or vice versa).
-  Click this icon to select the printing range and to print the current document.
-  **1**  Factor. Click the desired number in the drop-down box. The font size increases with higher numbers.

Note that the icon bar duplicates every option available under the Page menu. You may choose either method to accomplish the task you desire.

HINT: The USMC emblem is automatically printed on all MCAIMS-generated reports. Reviewers are assured that mathematical calculations are correct and MCAIMS has run a number of checks and balances.

The 16 reports under the Reports menu for Student Management are depicted in Table 8-57. Use these reports to manage and interpret information about students as individuals or as a class. Only the ASVAV report, the Class report, and the Student Data Export allow you to include dropped students. The first two reports also allow you to include the GPA, GPA by category, and class standing for each student. The PFT Preliminary report can be printed for unassigned students as well as by classes.

The Class Input, GPA/Class Standings, Student Data Export, and Diploma reports allow you to create text files that can be opened and manipulated in other applications (e.g., Microsoft Access). You may also save any other report as a text file using a feature of the Windows environment (explained under Paragraph 4.2.15.5). However, you will lose most formatting established for the report under MCAIMS when the report is saved as a file under Windows.

Table 8-57. Overview of Student Management Reports

PARAGRAPH	OPTION
8.5.1	ASVAB
8.5.2	Class
8.5.3	Class Input
8.5.4	Duty - MOS Preference
8.5.5	GPA/Class Standings
8.5.6	MOS Recommendations
8.5.7	Personal Information
8.5.8	Personal Verification
8.5.9	PFT Preliminary
8.5.10	PFT Final
8.5.11	PFT Statistics
8.5.12	Statistics
8.5.13	Student Attritions
8.5.14	Training
8.5.15	Student Data Export
8.5.16	Diploma

1. Click on the Student Cap icon. The MCAIMS Student Management window (Figure 8-01) opens.
2. Choose the Reports option on the menu bar. MCAIMS displays the Reports drop-down menu (Figure 8-75).

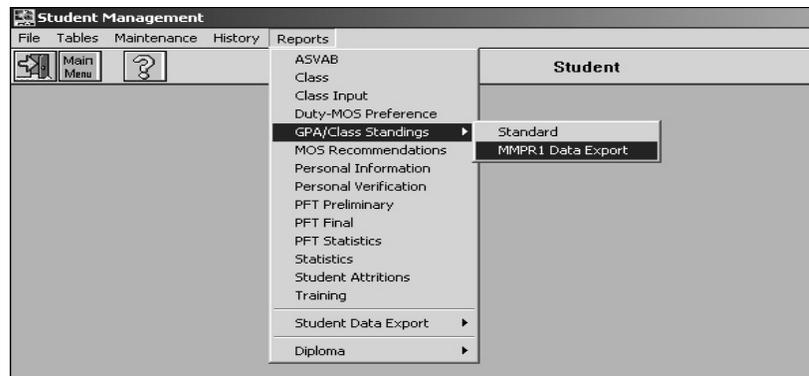


Figure 8-75. Reports Drop-down Menu

3. Choose the desired option.

8.5.1 ASVAB

The ASVAB report prints the Armed Services Vocational Aptitude Battery (ASVAB) scores for each student in the selected class(es). The ASVAB scores consist of clerical(CL), electronic (EL), general technical (GT), motor mechanics (MM), and general classification test (GCT) components. The report includes entries under name, grade, SSN, student status, PLT, race, ethnic, sex, the ASVAB scores, and, if known, education level, degree, and major for each student. You may also choose to include statistics as well as the overall GPA, overall class standing, and the GPA for three categories of tests in the report.

Each report identifies the Class ID, Course ID, Convene Date, and Graduation Date. The roster will be sorted according to the class designators if multiple classes are selected and the criteria you select (e.g., MOS, Name, SSN). A legend, defining ethnic, race, status, and sex codes, appears at the end of the report.

1. From the Reports drop-down menu, choose Class. The Class Report dialog box (Figure 8-76) opens.

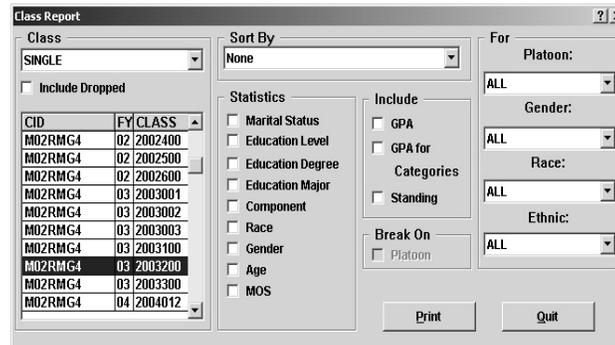


Figure 8-76. ASVAB Report

2. Referring to Table 8-58 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-58. ASVAB Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), multiple classes, or a list of unassigned students.
Include Dropped	Optional selection to include students dropped from the selected class(es). This option is available for every choice under Class except Unassigned.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All and Unassigned options under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing. This option is available for every choice under Class except Unassigned.

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ITEM	DESCRIPTION
Statistics	Optional selections of information that you may include in the report. Click in the checkboxes besides the desired self-explanatory categories (Marital Status, Education Level, Education Degree, Education Major, Component, Race, Gender, Age, MOS). At the end of each listing by class, the report includes numbers plus a total for each category (e.g., marital status might state Divorced: 0, Married: 10, Single: 15, Total: 25). This option is available for every choice under Class except Unassigned.
Include GPA	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the grade point average to the fourth decimal point for each student in the class. This option is available for every choice under Class except Unassigned.
Include GPA for Categories	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the academic grade point average to the fourth decimal point for each student in the class for the course-defined categories. This option is available for every choice under Class except Unassigned.
Include Standing	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the standing for each student in the class to the fourth decimal point. This option is available for every choice under Class except Unassigned.
Break On	Optional selection to break on each platoon if the report selected is for a single class.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All. This option is available for every choice under Class.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All. This option is available for every choice under Class.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All. This option is available for every choice under Class.

3. Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.2 Class

The Class report provides personal information about each student in the selected class(es). The report includes entries under name, grade, SSN, MOS, BOS, component code, student status, PLT, race, ethnic, DOB, age, and sex. You may also include selected statistics as well as the overall GPA, the GPA for three categories, and overall class standing.

The report identifies the Class ID, Course ID, Convene Date, and Graduation Date. The roster will be sorted according to the class designators if multiple classes are selected and the criteria you select

(e.g., MOS, Name, SSN). A legend, defining ethnic, race, status, and sex codes, appears at the end of the report.

Note that there will be no student records with a status of archived because student records are not retained when a class is archived. In order to restore student records, an archived class must be restored.

1. From the Reports drop-down menu, choose Class. The Class Report dialog box (Figure 8-77) opens.

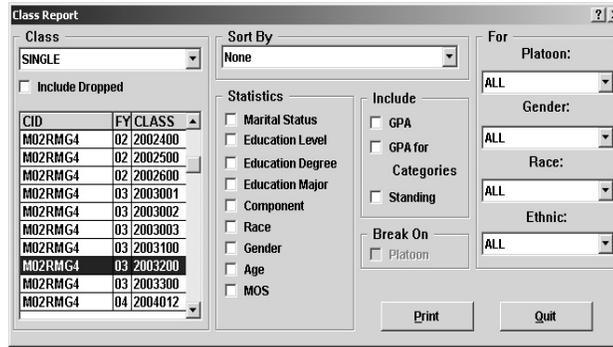


Figure 8-77. Class Report

2. Referring to Table 8-59 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-59. Class Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), multiple selected classes, or a list of unassigned students.
Include Dropped	Optional selection to include students dropped from the selected class(es). This option is available for every choice under Class except Unassigned.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All and Unassigned options under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing. This option is available for every choice under Class except Unassigned.
Statistics	Optional selections of information that you may include in the report. Click in the checkboxes besides the desired self-explanatory categories (Marital Status, Education Level, Education Degree, Education Major, Component, Race, Gender, Age, MOS). At the end of each listing by class, the report includes numbers plus a total for each category (e.g., marital status might state Divorced: 0, Married: 10, Single: 15, Total: 25). This option is available for every choice under Class except Unassigned.

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ITEM	DESCRIPTION
Include GPA	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the grade point average to the fourth decimal point for each student in the class. This option is available for every choice under Class except Unassigned.
Include GPA for Categories	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the academic grade point average to the fourth decimal point for each student in the class for the course-defined categories. This option is available for every choice under Class except Unassigned.
Include Standing	Optional information that you may include in the report. If you click in the checkbox beside this category, the report includes the standing for each student in the class to the fourth decimal point. This option is available for every choice under Class except Unassigned.
Break On	Optional selection to break on each platoon if the report selected is for a single class.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All. This option is available for every choice under Class.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All. This option is available for every choice under Class.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All. This option is available for every choice under Class.

3. Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.3 Class Input

The Class Input Report functions as a form to which you may add student comments not recorded elsewhere in the system. The report is a roster consisting of abbreviated student information for the selected class(es). Each row of information includes name, grade, SSN, and PLT, with a lined comments column to the right of it. In the column, you may collect your own student information for eventual input into MCAIMS. Note that this report can be saved as a text file.

The report identifies the Class ID, Course ID, Convene Date, and Graduation Date. The roster will be sorted according to the class designators if multiple classes are selected and the criteria you select (e.g., MOS, Name, SSN). A legend, defining ethnic, race, status, and sex codes, appears at the end of the report.

1. From the Reports drop-down menu, choose Class Input. The Class Input dialog box (Figure 8-78) opens.

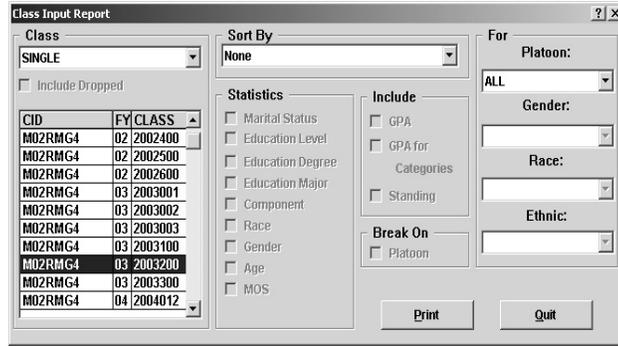


Figure 8-78. Class Input Report

- Referring to Table 8-60 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-60. Class Input Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), selected classes, or a list of unassigned students.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All and Unassigned options under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing. This option is available for every choice under Class except Unassigned.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	Optional selection to break on each platoon if the report selected is for a single class.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

- Click on **Print**. The Preview/Print Report dialog box (Figure 8-79) opens.

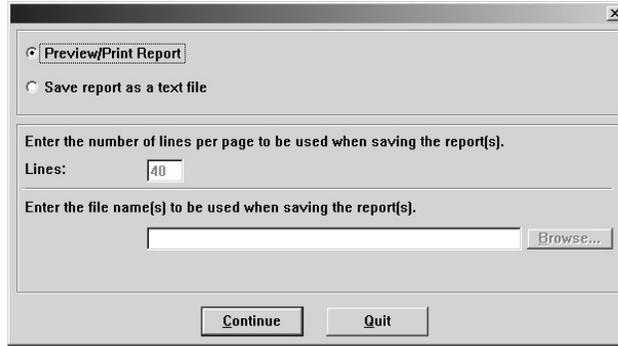


Figure 8-79. Print/Preview Report

4. If you select Preview/Print Report and click on **C**ontinue, the report opens.
5. If you select Save report as a text file, refer to Table 8-61 to complete the required information.

Table 8-61. Preview/Print Report

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Lines	The number of lines per page to be used when saving the report(s).	Up to 2 digits; 40 is the default
(Untitled)	The file name to be used when saving the report. You must complete this field to save the record. Note that the Browse button to the right is enabled.	Up to 30 alphanumeric characters

- a. If you click on Browse to view other text files titles saved, the Save As dialog box opens. Click on Cancel to return to the Preview/Print dialog box.
- b. After verifying the file name, click on **C**ontinue. You receive a message that the file has been saved. Click on OK to return to the MCAIMS Student Module window.

8.5.4 Duty - MOS Preference

The Duty and MOS Preference Report is a roster containing the duty and MOS preferences for each student in the selected class(es). The report includes entries under name, grade, SSN, component, platoon, duty preferences, MOS preferences, class standing, and GPA. If the preferences are not in the report, use the roster as a form to collect the information. Record the duty preferences on the **Serv3** tab and the MOS preferences on the **Serv5** tab under the Edit/View Student Record option.

The report identifies the Class ID, Course ID, Convene Date, and Graduation Date. The roster will be sorted according to the class designators if multiple classes are selected and the criteria you select (e.g., MOS, Name, SSN).

1. From the Reports drop-down menu, choose Duty - MOS Preference. The Duty and MOS Preferences Report dialog box (Figure 8-80) opens.

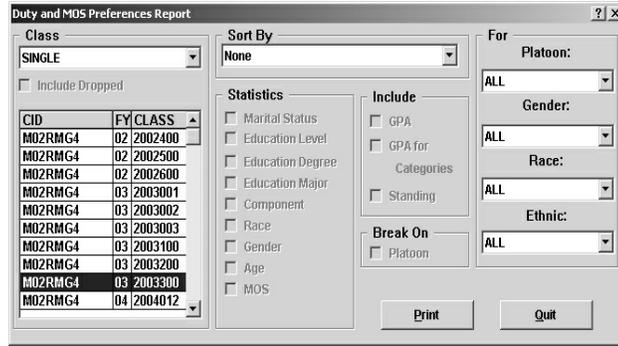


Figure 8-80. Duty and MOS Preferences Report

- Referring to Table 8-62 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-62. Duty and MOS Preferences Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), or multiple classes.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All option under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	Optional selection to break on each platoon if the report selected is for a single class.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All.

- Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.5 GPA/Class Standings

The GPA/Class Standings report provides a list of each student's GPA and class standing for Academic tests. The report can be produced in two

formats: the standard report and a text file created for exporting data to Manpower Promotions Branch (PR-1), HQMC on behalf of The Basic School, Quantico, Virginia. Both of these formats will work for a class status of In Session, Graduated, or BNA Uploaded.

The standard report includes entries under name, grade, SSN, and platoon, with the corresponding results listed under category title (GPA and class standing), overall GPA, and overall class standing. The report (printed with a report date) identifies the class ID, course ID, convene and graduate dates. The roster may be sorted alphabetically by name (the default) or according to the criteria you select (e.g., GPA or class standing).

The text file created with the MMPR1 Data Export option contains the following elements of information for each student: name, grade, SSN, GPA for leadership category, overall GPA, and overall class standing. This option can be executed only when an Exam Category named Leadership has been created. This option excludes dropped students from the text file that MPB inserts in a database application (i.e., Access) and uploads to the Marine Corps Total Force System (MCTFS).

HINT: The GPA in this report does not include individual parts of a multipart test in its calculation. However, the current GPA in the GPA Attainable report does include parts of a multipart test.

HINT: A medical waiver for a PFT does not affect a student's GPA/Class Standing.

1. From the Reports drop-down menu, choose GPA/Class Standings. Then choose either Standard or MMPR1 Data Export.

If you choose Standard, refer to Step 2.
If you choose MMPR1 Data Export, refer to Step 3.

2. If you choose Standard, the GPA/Class Standings Report dialog box (Figure 8-81) opens.

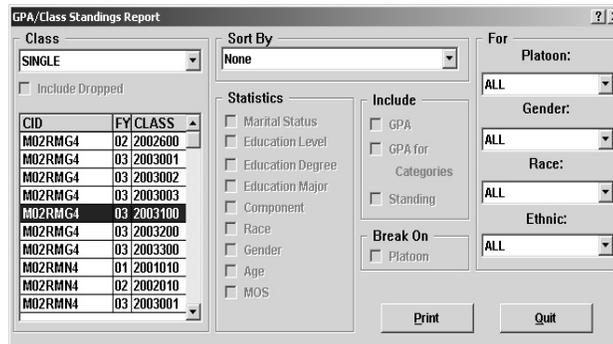


Figure 8-81. GPA/Class Standings Report

- a. Referring to Table 8-63 for an explanation of the data fields appearing in the dialog box, make the appropriate selections. Note that this table applies to both report choices, Standard or MMPR1 Data Export.

Table 8-63. GPA/Class Standings Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), or multiple classes.

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ITEM	DESCRIPTION
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All option under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, GPA, gender, class standing, and course-defined exam categories. For a text file, the choices are limited to standing, name, and SSN.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On Platoon	For a Standard report, you may select to break on each platoon if the report selected is for a single class. This option is disabled if you selected MPB Data Export.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class. In selecting specific platoons, you limit the scope of the report.
For Gender	Drop-down box that allows you to limit your listing to the category you choose (i.e., Male, Female, or Unknown). The default is All.
For Race	Drop-down box that allows you to limit your listing to the category you choose (i.e., Unknown, White, Yellow, Black, Red, or Other). The default is All.
For Ethnic	Drop-down box that allows you to limit your listing to the category you choose from 23 selections including Unknown, Other, or None). The default is All.

- b. Click on **Print**. You receive a prompt inquiring if you wish to display only the last four digits of the SSN. Click on **Yes** or **No**. A view of the report appears.
3. If you choose MMPR1 Data Export, you receive a message that advises you of the purpose and the intended recipient of the export file.
 - a. Click on **Yes** if you wish to continue. The Create Text File of GPA/Class Standings dialog box (similar to Figure 8-81) opens.
 - b. Referring to Table 8-63 for an explanation of the data fields appearing in the dialog box, select a class and sort criteria.
 - c. Click on **Create**. The Save As dialog box opens.
 - d. Assign the desired file name and location and click on **OK**. A message advises you that the text file XXXXXXXX.TXT has been created in the designated directory.
 - e. Click on **OK**. The system returns you to the Student Management window.

8.5.6 MOS Recommendations

The MOS Recommendations report is a roster containing relevant information to support the recommended MOS for each student in the selected class. The report includes entries under name, grade, SSN, BOS, EAS, three duty preferences, three MOS preferences, the recommended MOS, the overall GPA, the GPA according to course-defined categories, and class standing. If any of that information is missing from the report, use the roster as a form to collect and record the needed information under the Edit/View Student Record option (Paragraphs 8.3.3.5 and 8.3.3.11). Be sure to record the MOS recommendation on the **Serv5 tab**.

The report identifies the Class ID, Course ID, Convene Date, and Graduate Date. The roster will be sorted according to the class designators if multiple classes are selected and to the criteria you select (e.g., Recommended MOS, Name). A legend, defining branch of service codes, appears at the end of the report.

1. From the Reports drop-down menu, choose MOS Recommendations. The MOS Recommendation Report dialog box (Figure 8-82) opens.

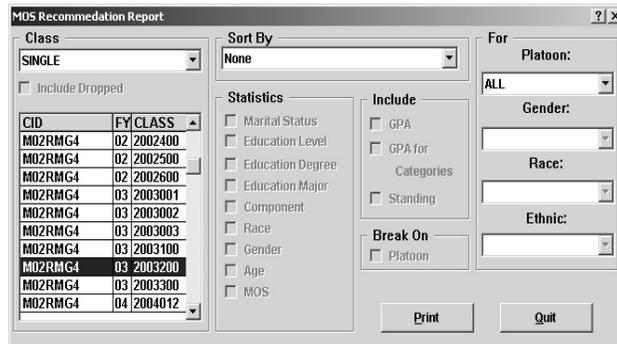


Figure 8-82. MOS Recommendation Report

2. Referring to Table 8-64 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-64. MOS Recommendation Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), or selected classes.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the options of All and Unassigned under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include EAS (expiration active service), name, SSN, grade, platoon, and recommended MOS. This option is available for every choice under Class except Unassigned.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.

ITEM	DESCRIPTION
Include Standing	This option is disabled.
Break On	This option is disabled.
For Platoon	This option is disabled.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

3. Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.7 Personal Information

The Personal Information report provides miscellaneous personal and family information. The report includes entries under name, rank, DOB, platoon, SSN, MOS, DOR, marital status, blood type, address, city, state, ZIP, phone, spouse (name), number of dependents, civilian permit/state, and government permits 1 through 5.

The report identifies the Class ID, Course ID, Convene Date, and Graduation Date. The roster will be sorted according to the class designators if multiple classes are selected and to the criteria you select (e.g., MOS, Name, SSN).

1. From the **Reports** drop-down menu, choose **Personal Information**. The Personal Information Report dialog box (Figure 8-83) opens.

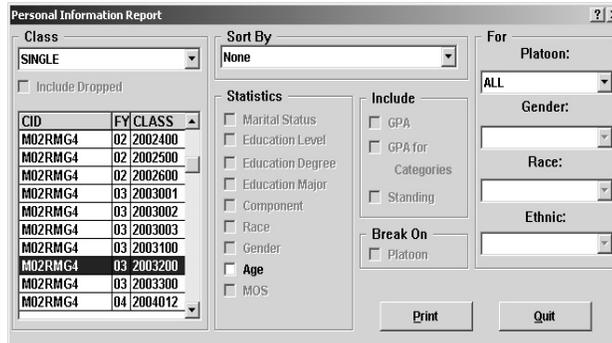


Figure 8-83. Personal Information Report

2. Referring to Table 8-65 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-65. Personal Information Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), multiple selected classes, or a list of unassigned students.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All and Unassigned options under the Class field.

ITEM	DESCRIPTION
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing. This option is available for every choice under Class except Unassigned.
Statistics	This option is disabled for all categories except Age. Click the checkbox beside the category if you wish the report to include the mean, median, mode plus frequency, standard deviation, and number considered at the end of each listing by class.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	Optional selection to break on each platoon if the report selected is for a single class. Otherwise, the option is disabled.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

- Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.8 Personal Verification

The Personal Verification Report provides personal information that you can print and verify with each student. The report includes entries under name, SSN, grade, DOB, age, BNA source, PMOS, platoon, race, sex, marital status, blood type, educational level, educational degree, and educational major.

This report identifies the Class ID, Course ID, Convene Date, and Graduate Date. The roster will be sorted according to the class designators if multiple classes are selected and the criteria you select (e.g., MOS, Name, SSN). A legend, defining educational degree, blood type, marital status, race, and gender codes, appears at the end of the report.

- From the Reports drop-down menu, choose Personal Verification. The Personal Verification Report dialog box (Figure 8-84) opens.

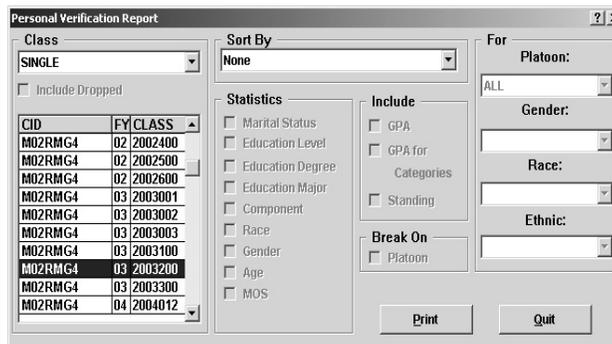


Figure 8-84. Personal Verification Report

2. Referring to Table 8-66 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-66. Personal Verification Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), multiple selected classes, or a list of unassigned students.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All and Unassigned options under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing. This option is available for every choice under Class except Unassigned.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	Optional selection to break on each platoon if the report selected is for a single class. Otherwise, this option is disabled.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

3. Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.9 PFT Preliminary

The PFT Preliminary report functions as a form to which you may add personal information about the corresponding student in the selected class. The report is a roster consisting of entries under name, rank, SSN, sex, DOB, age, platoon, and the student's old height and weight measurements. MCAIMS provides the old height and weight (entered on the TRAIN2 tab of Stud record) for comparison with the new height and weight measurements, which are taken at the time a PFT is taken. Use the form to facilitate your collection of PFT results to be recorded in the system (new height, new weight, arm hangs/ pullups, crunches, run, and comments). Refer to Paragraphs 8.3.3.9 (Group Process - Edit) and 8.3.10 (Group Process - PFT).

The report identifies the Course ID, Class ID, PFT Date, and Administrator. The roster will be sorted according to the class designators if multiple classes are selected and to the criteria you select (i.e., Name, SSN).

1. From the Reports drop-down menu, choose PFT Preliminary. The Select a Class for Course dialog box (Figure 8-85) opens.

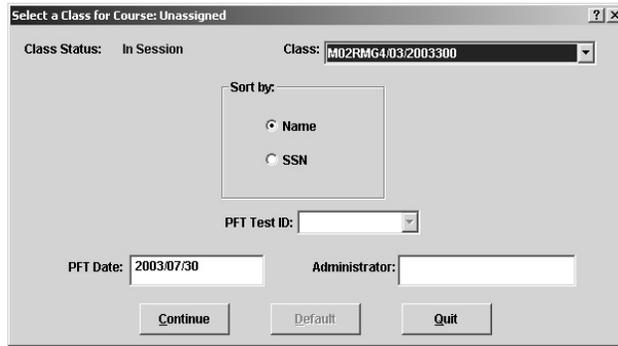


Figure 8-85. Select a Class for Course

NOTE: The **Default** button is inaccessible here. The button is enabled under Group Process - PFT (Paragraph 8.3.10) and applies to setting minimum run scores for a high altitude site.

- Referring to Table 8-67 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-67. Select a Class for Course

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the status for the highlighted class (only In Session is permitted).
Class	Drop-down box that allows you to choose a class.
Sort By	Radio buttons below that allow you to sort your report by name or SSN.
PFT Test ID	A drop-down list from which you may choose the test identifier for the PFT.
PFT Date	The date the PFT was conducted. You may edit the default (current) date.
Administrator	Non-editable field displaying the name of the administrator conducting the PFT.

- Click on **Continue**. The PFT Roster for Course dialog box (Figure 8-86) opens.

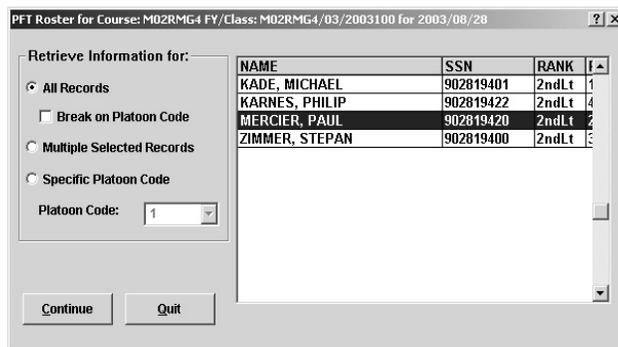


Figure 8-86. PFT Roster for Course

- Referring to Table 8-68 for an explanation of the data fields appearing in the dialog box, make the appropriate selections. Use your arrow keys to view all the information in the table.

Table 8-68. PFT Roster for Course

ITEM	DESCRIPTION
Retrieve Information for:	
All Records	This default button indicates all records for the selected class will be retrieved.
Break on Platoon Code	Check this check box to indicate that you want the records to be separated by platoon. It applies only if you select All Records.
Multiple Selected Records	Radio button that allows you to use the multiple select feature in the list to the right to select the desired records for inclusion in the report.
Specific Platoon Code	Radio button that allows you to select records from a specific platoon below.
Platoon Code	A drop-down list that allows you to choose a specific platoon code if you have selected the radio button for Specific Platoon Code.
Students (Untitled)	Selection list box displaying the name with corresponding SSN, rank, and platoon code of each student enrolled in the selected class. Use the multiple select feature to choose the students for whom you wish to produce the report. Be sure the Multiple Selected Records radio button is also selected.

- Click on **Continue**. A message advises "Building Report" before a view of the report appears.

8.5.10 PFT Final

The PFT Results for Course presents results of a scored PFT. The report includes entries under name, rank, SSN, sex, DOB, age, platoon, pullups, crunches, run time, score, and classification. A copy of the report should be provided to the Unit Diary section for entry in the student's permanent records after all PFT results have been recorded in MCAIMS (Paragraph 7.6.2).

The PFT Final report identifies the Course ID, Class ID, and PFT Date. The roster will be sorted according to the criteria you select (i.e., Name or SSN).

- From the Reports drop-down menu, choose PFT Final. The Print Results for a PFT Taken in Course dialog box (Figure 8-87) opens.

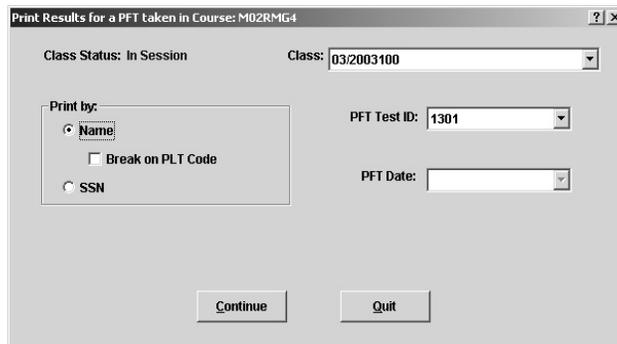


Figure 8-87. Print Results for a PFT Taken in Course

- Referring to Table 8-69 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-69. Print Results for a PFT Taken in Course

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the status for the highlighted class (e.g., In Session, Graduated).
Class	Drop-down box that allows you to choose a class that has PFT scores entered.
Print by	Radio buttons below that allows you to print your report by name or SSN.
Break on PLT Code	Optional selection to allow you to organize the report according to platoons if you print by Name.
PFT Test ID	A drop-down list from which you may choose the test identifier for the PFT.
PFT Date	A drop-down list from which you may choose the date the PFT was conducted.

3. Click on **Continue**. The PFT Results for Course/Class/PFT Date report appears.

8.5.11 PFT Statistics

The PFT Statistics report provides statistics on PFT performance according to gender, age, and class for various elements of the PFT. The report presents a class average for score, pullups/armhangs, crunches, and run time. The summary presents data for males, females, and the total. The statistics include ratings for 1st class, 2nd class, 3rd class, Fail/RNT, partial pull-ups, partial crunches, partial run time, and medical. Percentages are arranged according to total, male, female, 17- to 26-year olds, 27- to 39-year olds, 40- to 45-year olds, and 46-year olds or older.

The report identifies the Course ID, Class ID, and PFT Date. You may sort the statistics by population groups (race and ethnics).

1. From the Reports drop-down menu, choose PFT Statistics. The Print Statistics for a PFT dialog box (Figure 8-88) opens.

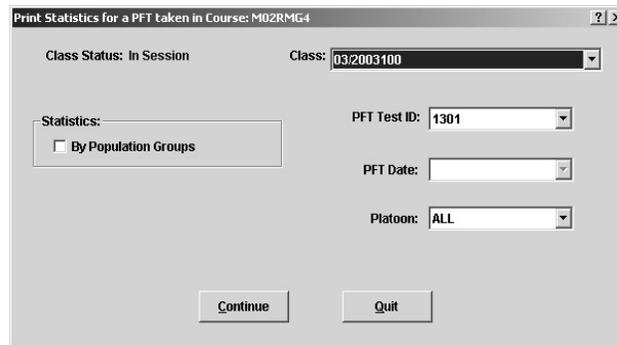


Figure 8-88. Print Statistics for a PFT Taken in Course

2. Referring to Table 8-70 for an explanation of the data fields appearing in the dialog box, make the appropriate selections.

Table 8-70. Print Statistics for a PFT Taken in Course

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the status for the highlighted class (e.g., In Session, Graduated).
Class	Drop-down box that allows you to choose a class that has PFT scores entered.

ITEM	DESCRIPTION
Statistics: By Population Groups	Optional selection to allow you to group the statistics in the report by population groups (i.e., race and ethnics).
PFT Test ID	A drop-down list from which you may choose the test identifier for the PFT.
PFT Date	A drop-down list from which you may choose the date the PFT was conducted.

3. Click on **Continue**. The PFT Statistics for Course/Class/PFT Date report appears.

8.5.12 Statistics

The Statistics option presents both a summary and detailed statistics for the highlighted class. The initial dialog box displays a summary of class information and class averages. The summarized information includes status, report date, convene date, graduation date, beginning population, number attrited, number graduated, and percentage graduated. Class averages include GPA, age, years of education, and the Armed Services Vocational Aptitude Battery (ASVAB) scores consisting of clerical (CL), electronics (EL), general technical (GT), and motor mechanics (MM) components. From this dialog box, you may choose to display the detailed written report.

The written report contains detailed statistical information. At the top of the document, the report identifies the course ID, course title, class ID, class title, FY, and class status. The report also provides the formal course code, the passing maximum/retest percent, scheduled class input, maximum class capacity, class frequency, annual input, report date, convene date, and graduation date.

The subsequent class information includes entries under beginning population, current population, number attrited and each type of attrition represented, number graduated, percentage graduated, GPA (overall and by category), age, ASVAB component scores, years of education, education level, education major, education certification, component description, marital status, race, gender, primary MOS, rifle score, pistol score, and PFT information (male and female). The mean, median, mode, standard deviation, number considered, and other relevant details are given for most of these elements.

The Statistics report provides class statistics for the highlighted class, whatever the class status. Many processes within MCAIMS invoke the calculation or recalculation of statistics (e.g., registering students in a class). For classes with a status of In Session or Graduated, MCAIMS automatically recalculates the GPA and class standing after the following processes:

Under the Student module:

- Dropping students from a class
- Reversing a student's status
- Assigning an unassigned student to a class
- Graduating students (individually and as a group)

Under the Evaluation Management module:

- Renaming exam categories
- Assigning/modifying weights for individual tests
- Assigning individual tests to a multipart test
- Assigning/modifying weights on a multipart test
- Unassigning parts of a multipart test
- Scoring a test, by response, grade, or scanner
- Clearing test scores
- Challenging test items

Note that this same report appears under class maintenance in the System Administration module as well as under class maintenance in this module (i.e., Maintenance, Class). Its appearance here enables users who are otherwise restricted from accessing class maintenance functions to be able to print class statistics.

1. From the Reports drop-down menu, choose Statistics. The Select Class for Printing Statistics Report selection list box (Figure 8-89) opens.

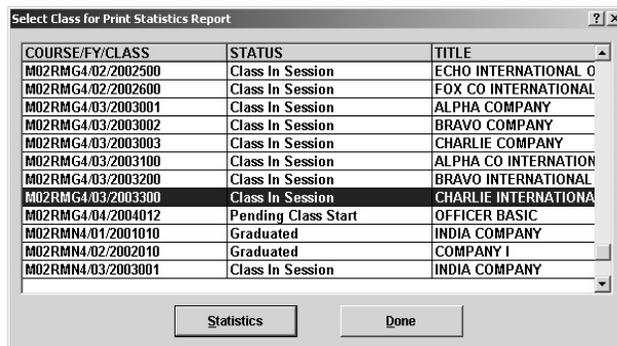


Figure 8-89. Select Class for Printing Statistics Report

2. Select the desired class and click on Statistics. The Class Statistics for Selected Class dialog box (Figure 8-90) opens.

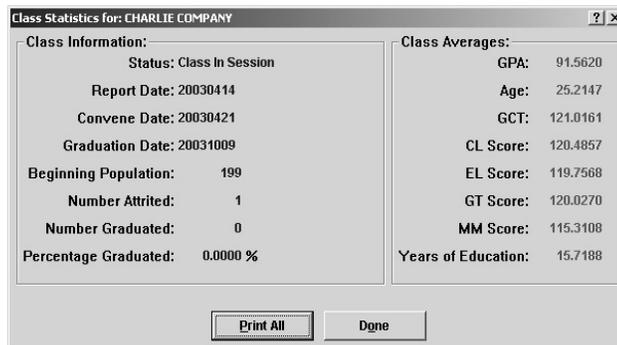


Figure 8-90. Class Statistics for Selected Class

3. Refer to Table 8-71 for an explanation of the data fields in the dialog box.

Table 8-71. Class Statistics for Selected Class

ITEM	DESCRIPTION
Class Information	
Status	Non-editable field displaying the status of the class: Pending, Class in Session, or Graduated.
Report Date	Non-editable field displaying the date students report to process for this class.
Convene Date	Non-editable field displaying the date class begins.
Graduation Date	Non-editable field displaying the date the class graduates.
Beginning Population	Non-editable field displaying the total number for students added to the class minus the number of students who did not attend and the number transferred to another class.
Number Attrited	Non-editable field displaying the number for students dropped from the class (after the convene date). Students who did not attend or who were transferred to another class are excluded from this count.
Number Graduated	Non-editable field displaying the number for students in the class graduated.
Percentage Graduated	Non-editable field displaying the number for students graduated divided by the beginning population.
Class Averages	
GPA	Non-editable field displaying the mean grade point average for students in the class.
Age	Non-editable field displaying the mean age of students in the class.
GCT	Non-editable field displaying the mean general classification test (GCT) score of students in the class.
CL Score	Non-editable field displaying the mean clerical (CL) score of students in the class.
EL Score	Non-editable field displaying the mean electronics (EL) score of students in the class.
GT Score	Non-editable field displaying the mean general technical (GT) score of students in the class.
MM Score	Non-editable field displaying the mean motor mechanics (MM) score of students in the class.
Years of Education	Non-editable field displaying the mean years of education of students in the class.

4. If you wish to view the complete statistical report, click on **Print All**. A message advises "Building Report" before a view of the Class Statistics Report appears. In addition to detailed information concerning the categories summarized in the dialog box (Figure 8-91), other information, described in Table 8-72, includes Current Population, Education Level, Education Major, Education Certification, Component Description, Marital Status, Race, Gender, Primary MOSs, Rifle Score, Pistol Score, and PFT Information for males and females.

HINT: Except for the Number Attrited category, statistics for every category are calculated for all students who have NOT been dropped and for whom information is available. In calculation of mean, median, mode, and standard deviation, if a student's information in a particular category is unavailable, that student is omitted from the calculation. Note that the Number Considered represents the size of the population used in the calculations. When reporting numbers of individuals in specific categories (no calculations involved), students with missing information are included in the group Unknown.

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Table 8-72. Class Statistics Report

ITEM	DESCRIPTION
Course ID	Identifying information concerning the class being reported on.
Course Title	
Class ID	
Class Title	
FY	
Status	
Formal Course Code	Descriptive information concerning the class being reported on.
Passing	
Max/Retest %	
Scheduled	
Class Input	
Max Class Capacity	
Class Frequency	
Annual Input	
Report Date	
Convene Date	
Graduation Date	
Mean	The arithmetic average. It is the most widely used measure of central tendency. It is determined by adding a series of scores and then dividing this sum by the number of scores. The mean is provided on the three user-defined test categories.
Median	A counting average. It is determined by arranging the scores in order of size and counting up to (or down to) the midpoint of the set of scores. If the number of scores is even, the median is the mean of the two middlemost scores. When the number is odd, the median is the middle score. The median is a point that divides a set of scores into equal halves so that an equal number of scores fall above the median or below the median, regardless of the size of the individual scores. Since it is a counting average, an extremely high or low score will not affect its value. The median is provided on the three user-defined test categories.
Mode	The most frequent score in the set. The mode is the least reliable type of statistical average and is frequently used merely as a preliminary estimate of central tendency. A set of scores may have two or more modes. If no value in a data set occurs more than once, then the data set has no mode. Otherwise, any value that occurs with maximal frequency is called a mode of the data set. In other words, a mode of a data set is any value whose frequency of occurrence is greater than 1 and is as large or larger than any other value's frequency of occurrence. The mode is provided on the three user-defined test categories.

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ITEM	DESCRIPTION
Standard Deviation	A measure of the variation in a data set. It indicates how far, on the average, the data values are from the mean. For a data set with a large amount of variation, the data values will, on the average, be far from the mean; hence, the standard deviation will be large. For a data set with a small amount of variation, the data values will, on the average, be close to the mean; consequently, the standard deviation will be small. The standard deviation is provided on the three user-defined test categories.
Number Considered	The size of the population used when calculating the statistics. In other words, it represents the number of student records having the information required to produce the statistical information for a given category.
Beginning Population	Total number of students added to the class minus the number of students dropped with a completion code of "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Unknown.
Current Population	Total number of current students. Subtotals are included for Officer, Enlisted, or Other.
Number Attrited	Cumulative number of students dropped from the class without a completion code "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Other. The system lists the reasons for attrition and the number of students by Race.
Graduation	Total number of students graduated. Subtotals are included for Officer, Enlisted, or Other. The percentage represents the number of students graduated divided by the beginning population.
GPA	Grade point average statistics for students not dropped from the class. Only students with a GPA are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered. These statistics include an overall summary plus statistics for each category.
Age	Age statistics for students not dropped from the class. Only students with their ages documented are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
GCT	General Classification Test (GCT) score statistics for students not dropped from the class. Only students with a GCT score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
CL Score	Clerical (CL) score statistics for students not dropped from the class. Only students with a CL score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
EL Score	Electronic (EL) score statistics for students not dropped from the class. Only students with an EL score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.

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ITEM	DESCRIPTION
GT Score	General Technical (GT) score statistics for students not dropped from the class. Only students with a GT score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
MM Score	Motor Mechanics (MM) score statistics for students not dropped from the class. Only students with an MM score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Years of Education	Years of education statistics for students not dropped from the class. Only students with a value entered in the Civilian Education Level field are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Education Level	Breakdown summary of education levels for all students who were not dropped from the class (e.g., Unknown; 12th Grade; College, 1 Year).
Education Major	Breakdown summary of education majors of the students who were not dropped from the class. Only students with a value entered in the Education Major field are considered in the calculation. Subtotals are included for each field (e.g., Unknown; No Major Subject Indicated, Business Administration, Criminology).
Education Certification	Breakdown summary of education certifications held by students who were not dropped from the class. Subtotals are included for each category represented (e.g., Unknown; Biology, Accounting, Education), and the total includes all students considered.
Component Description	Component summary for all students who were not dropped from the class (e.g., Unknown; USMC, USMCR).
Marital Status	Marital status, by category, of all students who were not dropped from the class (e.g., Unknown; Annulled, Divorced, Married, Single).
Race	Racial breakdown of all students who were not dropped from the class (e.g., Unknown; White, Black, Other).
Gender	Gender breakdown of all students who were not dropped from the class (e.g., Unknown; Male; Female).
Primary MOS	Primary MOS breakdown of all students who were not dropped from the class (e.g., Unknown; 0311,0321, 2800, 4066, 4067).
Rifle Score (Local)	Rifle score statistics for all students not dropped from the class. Only students with a recorded rifle score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Pistol Score (Local)	Pistol score statistics for all students not dropped from the class. Only students with a recorded pistol score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered for each type of pistol represented.
PFT Information (Male)	PFT information for all male students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.

ITEM	DESCRIPTION
PFT Information (Female)	PFT information for all female students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.

8.5.13 Student Attritions

The Student Attritions report identifies the names of all students who have been dropped from the selected pending or in session class(es) and lists the corresponding reason for each student's attrition. The report identifies the Class ID, Course ID, Convene Date, and Graduate Date. The roster will be sorted according to the class designators if multiple classes are selected. The report includes entries under Name, Grade, SSN, GPA, Standing and Reason for Drop. The last page summarizes the reason(s) for student attritions (with number and percentages) and lists the beginning population, the total dropped, and the percentage of dropped students. Excluded from these calculations are any dropped students who did not attend or who were transferred to another class. In other words, those students are deleted from the Beginning Population category and are omitted from the Number Attrited category.

1. From the Reports drop-down menu, choose Student Attritions. The Student Attritions Report dialog box (Figure 8-91) opens.

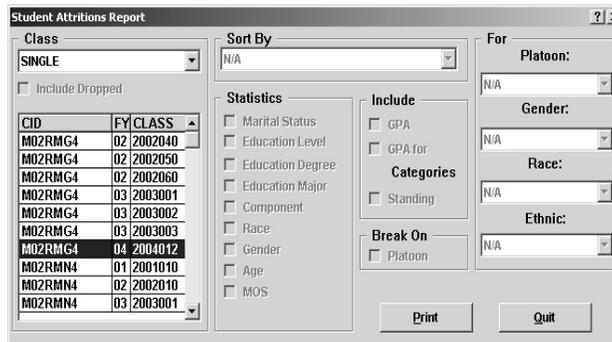


Figure 8-91. Student Attritions Report

2. Referring to Table 8-73 for an explanation of the data fields in the dialog box, make the appropriate selections.

Table 8-73. Student Attritions Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), or selected classes.
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All option under the Class field.

ITEM	DESCRIPTION
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	This option is disabled.
For Platoon	This option is disabled.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

- Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.14 Training

The Training report presents the results of various kinds of common military proficiency requirements. The report identifies the Class ID, Course ID, Convene Date, and Graduate Date. The roster will be sorted according to the class designators if multiple classes are selected and to the criteria you select (e.g., MOS, Name, SSN). The report includes entries under Name, Grade, SSN, age, platoon, sex, rifle, pistol, and PFT scores under Unit Diary, rifle, pistol, and PFT scores, classification, and PFT date under Local, BST, swimming qualification, leadership training score, and date for gas chamber training. The legend, defining swim qualification, PFT classification, and sex codes, appears at the end of the report.

- From the Reports drop-down menu, choose Training. The Training Report dialog box (Figure 8-92) opens.

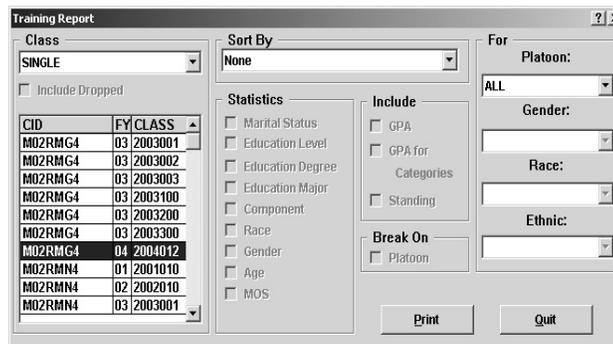


Figure 8-92. Training Report

- Referring to Table 8-74 for an explanation of the data fields in the dialog box, make the appropriate selections.

Table 8-74. Training Report

ITEM	DESCRIPTION
Class	Drop-down box that allows you to choose a report that includes all classes, a single class (the default choice), or multiple selected classes.

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ITEM	DESCRIPTION
Include Dropped	This option is disabled.
CID/FY/Class	List box displaying every class, organized by course ID and FY, in the system. For a single class, highlight the desired class. For multiple classes, use the multiple select feature to select the classes you desire to include in the report. This option does not apply to the All option under the Class field.
Sort By	Drop-down box that allows you to sort by numerous combinations of criteria to include name, SSN, grade, platoon, EAS, sex, MOS, GPA, written, leadership, performance, and standing.
Statistics	This option is disabled.
Include GPA	This option is disabled.
Include GPA for Categories	This option is disabled.
Include Standing	This option is disabled.
Break On	Optional selection to break on each platoon if the report selected is for a single class.
For Platoon	Drop-down box that allows you to choose All or specific platoons if the report selected is for a single class.
For Gender	This option is disabled.
For Race	This option is disabled.
For Ethnic	This option is disabled.

3. Click on **Print**. A message advises "Building Report" before a view of the report appears.

8.5.15 Student Data Export

The Student Data Export option enables you to select various kinds of personal, service, training, qualification, and performance information about students in a class for placement in a text file. The copied file can then be imported into database tools, specifically Marine Corps supported commercial applications such as Microsoft Access or to a lesser extent into Microsoft Excel. The database tool allows you to use the imported data to perform queries, create statistical analyses, establish ad hoc reports, and to satisfy other requirements unique to each school and not otherwise available through the MCAIMS application.

The Student Data Export files created by MCAIMS are designed to ensure compatibility with commercial applications (i.e., Microsoft Access) with which the MCAIMS data export will be used. Student data export file characteristics are described as follows:

- The format of the files is industry standard comma delimited. This means that each field or element of data for each record is separated by a comma.
- The first record in each file identifies the names of the fields of data contained in each record.
- No fields of data designated as "Memo" are available for export.
- All fields of data containing dates are reformatted during the export process. That is, date information in MCAIMS is stored as YYYYMMDD and is exported as YYYY/MM/DD.
- Several fields of data available for export contain codes that are of value only when you know the definition for each code. For example, the Component field contains a two-digit number, such as

11, that represents USMC. Contact your MCAIMS technical support representative for definitions of the codes contained in such fields.

You are not compelled to use the MCAIMS field names; however, by manually naming the fields, you may SIGNIFICANTLY increase the difficulty in appending subsequent Data Exports to an existing Microsoft Access Table. Microsoft Access Tables may represent information covering multiple classes by simply creating a consistent user defined export for successive classes and appending them to an existing Table.

Data exported from MCAIMS should continue to be maintained within MCAIMS as the primary and authoritative source of current and historical data. Never attempt to append and/or otherwise replace data exported from MCAIMS back into a MCAIMS database. Significant corruption of MCAIMS database files may result from such actions, and recovery from such circumstances is exclusively the responsibility of the MCAIMS user. Be careful that exported data does not become the source of additional self-imposed work resulting in maintenance of information in parallel systems or that the exported data becomes the primary focus for data maintenance.

Refer to Appendix F, Using Student Export Data Files with Microsoft Access, for basic information about using a Student Data Export file to create a table in Microsoft Access. Note that MCAIMS technical support is limited to establishing proficiency with this option and the initial use of exported data in establishing a table in Microsoft Access. Users should take advantage of local education programs, system documentation, tutorials, and other support to establish proficiency with Microsoft Access and/or Excel.

There are two sub-options under the Student Data Export option: By Class and History.

By Class. This option allows you to export fields of information from one of four student databases: Studinfo, Studtest, Mptest, and Studpft. This option is used to create a data export of information specific to a single class and may be executed for a class in any status except Historical.

History. This option allows you to export fields of information from one of two student databases: Studhist and Pfthist. This option may be used to create either a data export of information specific to a single class or for all records contained in the chosen database.

Note that you may select either multiple fields or all fields from the chosen database to be included in the data export. Refer to Appendix B of the MCAIMS User's Manual for definitions of the fields available in each database.

1. From the Reports drop-down menu, choose Student Data Export. Then choose either By Class or History.

If you choose By Class, refer to Step 2.
If you choose History, refer to Step 3.

2. If you choose By Class, the Select Class selection list box (Figure 8-93) opens.

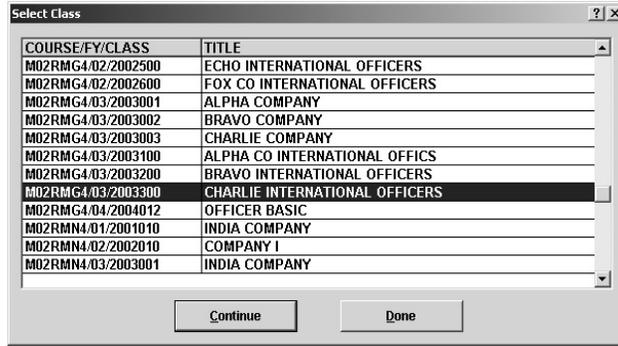


Figure 8-93. Select Class

- a. Select the desired class and click on **C**ontinue. The Select Database selection list box opens.

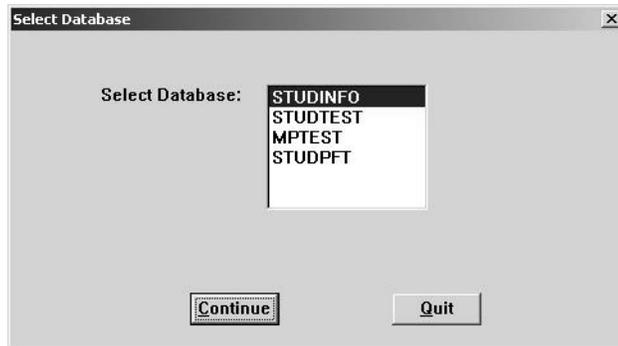


Figure 8-94. Select Database (By Class)

- b. Referring to Table 8-75, select the desired database.

Table 8-75. Select Database (By Class)

ITEM	DESCRIPTION
STUDINFO	Refer to the Student Sub-Directory, Appendix B, Data Dictionary, for a listing of each data item along with its description, data type, and data length.
STUDTEST	
MPTEST	
STUDPFT	

- c. Click on **C**ontinue. If there is no student data available for this class/database, you receive a message so advising you. Click on **O**K. Otherwise, the appropriate Data Export Create selection list box (Figure 8-95) opens.

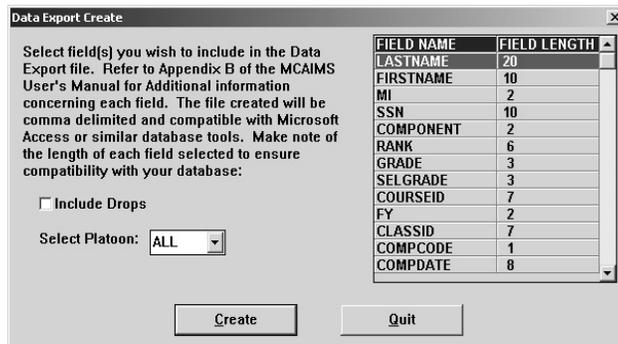


Figure 8-95. Data Export Create

- d. Refer to Table 8-76 for an explanation of the data fields in the dialog box.

Table 8-76. Data Export Create

ITEM	DESCRIPTION
Include Drops	Click this checkbox if you wish to include students dropped from this class.
Select Platoon	Drop-down list of platoons assigned to the class. You can select a specific platoon or accept the default for all platoons.
Field Name	Double-click the desired data item to select it. The data item choices available vary according to the database selected.
Field Length	The maximum data field length for the corresponding field name. Note that most data types are alphanumeric characters. Other data types are date, numeric, and logical.

- e. Choose the desired data fields and click on **Create**. The Save As dialog box opens.
 - f. Assign the desired file name and location and click on **OK**. A message advises you that the text file XXXXXXXX.TXT has been created in the designated directory.
 - g. Click on **OK**. The system returns you to the Student Management window.
3. If you chose History, you receive a message inquiring if you wish to select a class. If you choose **Yes**, refer to Step a. If you choose **No**, refer to Step b.
 - a. If you choose **Yes**, the Select Class selection list box (Figure 8-93) opens. Select the desired class and click on **Continue**. The Select Database selection list box (Figure 8-96) opens.
 - b. If you choose **No**, the Select Database selection list box (Figure 8-96) opens.

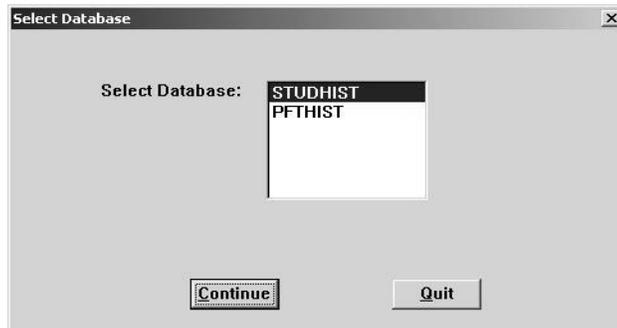


Figure 8-96. Select Database (History)

- c. Referring to Table 8-77, select the desired database.

Table 8-77. Select Database (History)

ITEM	DESCRIPTION
STUDHIST	Refer to the Student Sub-Directory, Appendix B, Data Dictionary, for a listing of each data item along with its description, data type, and data length.
PFTHIST	

- d. Click on **Continue**. The appropriate Data Export Create selection list box (Figure 8-97) opens.

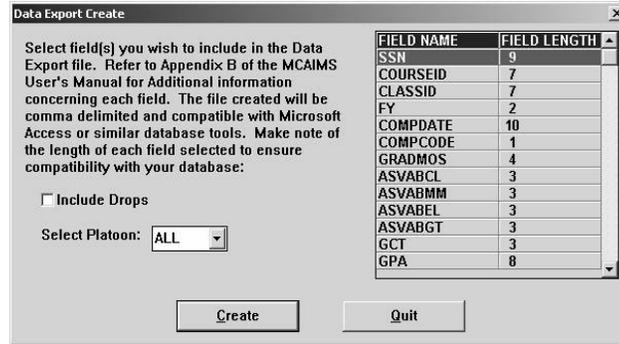


Figure 8-97. Data Export Create (History)

- e. Choose the desired data fields and click on **Create**. If there is no student data available to report for the selected class, you receive a message so advising you. Click on **OK** to clear the selected data. Otherwise, The Save As dialog box opens.
- f. Assign the desired file name and location and click on **OK**. A message advises you that the text file XXXXXXXX.TXT has been created in the designated directory.
- g. Click on **OK**. The system returns you to the Student Management window.

8.5.16 Diploma

The Diploma option enables you to create a text file of standard information about a class and students that can be imported into a Microsoft Access database table. A blank table, entitled Diploma.mdb, is provided with the MCAIMS software release for your use. This table is preformatted for use with the standard NAVMC 184 (REV. 7-99) Diploma Form, SN: 0109-LF-981-5800. Although variations of the standard NAVMC form are in use, most diplomas use the same information that MCAIMS now exports. The Diploma option offers two sub-options: Setup and Create Export.

- The Setup option enables you to establish the default information that can be used to create diplomas for any class within a course.
- The Create Export option enables you to create a text file, bringing together the default information established for the course and the specific information derived from the class record.

8.5.16.1 Setup

The Setup option allows you to create the default information that will appear in the diploma export file. This information created for each course should be reviewed before creating an export file for each class. Some of the information (e.g., Class Number, Graduation Date, or Signature information) will require editing for each class.

1. From the Reports drop-down menu, choose Diploma. Then choose Setup. The Select a Course selection list box (Figure 8-98) appears.

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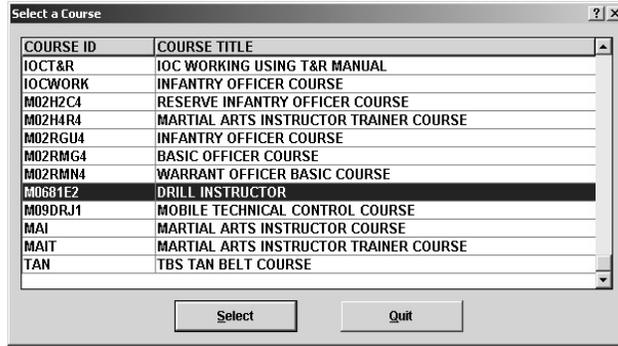


Figure 8-98. Select a Course

2. Choose the course for which you wish to establish a diploma text export and click on **Select**. The Diploma Setup dialog box (Figure 8-99) opens.

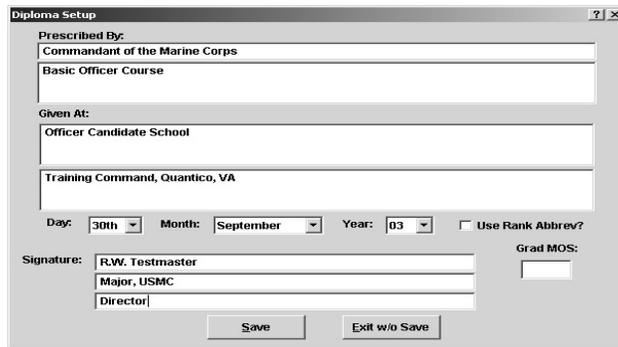


Figure 8-99. Diploma Setup

3. Referring to Table 8-78, enter the required information.

Table 8-78. Diploma Setup

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Prescribed By		
(1 st field)	The authority for the course (e.g., Commandant of the Marine Corps). You must complete this field to save the record.	Up to 34 alphanumeric characters
(2 nd field)	The name of the course and class. Note that the course title remains constant for the course setup, but the class designator must be edited for each class. You must complete this field to save the record.	Up to 108 alphanumeric characters
Given At		
(1 st field)	The name of the school.	Up to 100 alphanumeric characters
(2 nd field)	The location of the school.	Up to 100 alphanumeric characters
Day	A drop-down box for you to choose the appropriate date (with choices 01 through 31). You must complete this field to save the record.	
Month	A drop-down box for you to choose the appropriate month (with choices January through December). You must complete this field to save the record.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Year	A drop-down box for you to choose the appropriate year (with choices 01 through 99). You must complete this field to save the record.	
Use Rank Abbrev?	Check this checkbox if you wish to use rank abbreviations versus the full rank description (e.g., LCpl versus Lance Corporal).	
Signature	The name, rank, and title of the official authenticating the diploma. You must complete the first line of the Signature field to save the record.	Up to 26 alphanumeric characters for each line
Grad MOS	Enter a Graduation MOS when every student in the class will have the Graduation MOS assigned as their Primary MOS. If this field is left blank, the system assigns the primary MOS from each student's individual record. The system omits adding the MOS to the records of civilian and foreign students.	4 numeric characters

4. Click on **Save**. If all required fields have not been completed, you receive a message advising you to complete the mandatory fields. Click on **OK**. Otherwise the system returns you to the Student Management window.

8.5.16.2 Create Export

This option enables you to create a text file of the data normally appearing on any diploma. This option uses the data entered in the Setup option combined with information from the selected class to create a semicolon-delimited text file containing student information. You may then export this class data into database software (i.e., Microsoft Access) to prepare your school diplomas.

To create an export of student data to appear on a diploma, you must select a specific course and class. An export file can be created for any class status as long as the class actually has student records. Exceptions include a class for which all students have a status of dropped or a class whose status is historical.

In addition to the data entered under the Setup option (e.g., course name, class number, date, signature), the file includes a single field for each student containing that student's rank/title, first name, middle initial, last name, SSN, graduation MOS, and component code (USMC). Component codes for Other Service students are as follows: Army (USA), Navy (USN), Air Force (USAF), and Coast Guard (USCG).

Note that the SSN, graduation MOS/PMOS, and component are NOT included for Civilian or Foreign students, and the graduation MOS/PMOS is NOT included for other Service personnel. The abbreviated rank (e.g., GS-9) or courtesy title (e.g., Mr.) will be used versus the full rank description for Civilian and Civil Service students.

HINT: Before you create the export file for your class, be sure to review the setup information for the course. You will need to edit the Class Number, Graduation Date, or Signature information for each class.

1. From the Reports drop-down menu, choose Diploma. Then choose Create Export. The Diploma Creation selection list box (Figure 8-100) opens.

HINT: An export file can be created for any class status as long as the class actually has student records except for (1) a class where ALL students have a status of Dropped and (2) a class whose status is Historical.

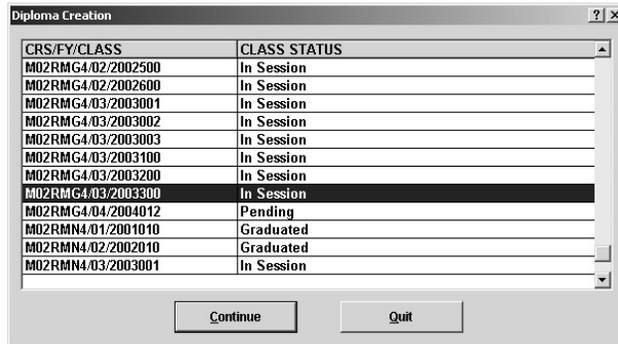


Figure 8-100. Diploma Creation

2. Choose the desired Course/Class for which you wish to an export of student data to appear on a diploma.
3. Click on **C**ontinue. If the required elements of information do not exist, you receive a message advising you to create this information under the Setup option. Otherwise, you receive a message asking you to confirm the stated graduation date for the data export file.
 - a. If you select **N**o, the system asks you to return to the Diploma Setup screen to edit the date.
 - b. If you select **Y**es, the Student Selection selection list box (Figure 8-101) opens.

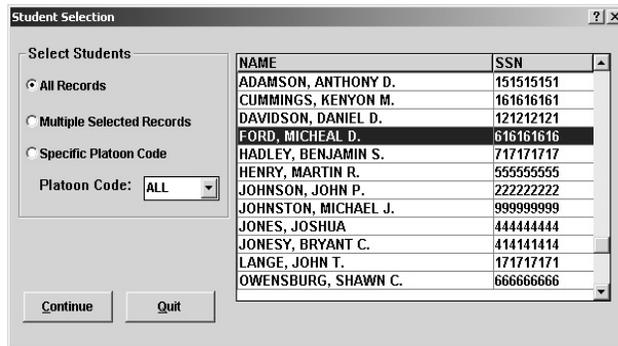


Figure 8-101. Student Selection

4. Referring to Table 8-79, make the desired selections.

Table 8-79. Student Selection

ITEM	DESCRIPTION
Select Students	
All Records	This option allows you to create the export file for all students in the selected class.
Multiple Selected Records	This option allows you to create an export file for specific student records in the selected class.

ITEM	DESCRIPTION
Specific Platoon Code	This option allows you to create an export file of student records for a specific platoon in the selected class.
Platoon Code	A drop-down list for you to choose the desired platoon code.
Untitled	Non-editable field displaying a list of students by name and SSN. Use your arrow keys to view all the information in each column of the table.

5. Click on **C**ontinue. The Save As dialog box opens.
6. Assign the desired file name and location and click on **O**K. A message advises you that the text file XXXXXX.TXT has been created in the designated directory.
7. Click on **O**K. The system returns you to the Student Management window.

HINT: For your convenience in preparing diplomas, a zip file named **Diploma.zip** that contains a Microsoft Access 2000 file named **Diploma.mdb** is provided with the Version 3.0 installation. The text file you just created can easily be imported into the Diploma Table. The **Diploma.mdb** file includes reports preformatted for use with the standard NAVMC 184 (REV. 7-99) Diploma Form, SN: 0109-LF-981-5800. Although there are many variations of the standard NAVMC form in use, most diplomas identified used the same information that MCAIMS now exports. If your school uses a modified version of the NAVMC 184, or a unique Diploma, you can modify the preformatted report to properly position the data for optimum results or to make other modifications as deemed appropriate (e.g., changing font or font color, adding graphics).

When printing the preformatted reports from the **Diploma.mdb** file, you may have to modify the reports to accommodate the following:

Ensuring that the page format is set to Landscape.

Ensuring that the page margins are set to their absolute minimum for the Top, Bottom, Left, and Right margins.

Moving the fields of information to appear on the report to compensate for different batches of Diploma forms purchased or provided through alternate sources (e.g., data may not be centered when output on various batches of the same form printed at different times).

Moving the fields of information to appear on the reports to compensate for changes in printers or changes to the fonts stipulated in the preformatted reports.

The MCAIMS technical support staff responsibilities toward use of this option do NOT include the designation as Microsoft Access experts or extend to the modification of the **Diploma.mdb** file in response to changes in versions of Microsoft Access or PC operating systems. MCAIMS technical support is limited to establishing proficiency with this option and the initial use of the exported data in populating the Diploma Table in the Microsoft Access file installed by MCAIMS. Users should take advantage of local

education programs, system documentation, tutorials, and other support to establish proficiency with Microsoft Access.